RESEARCH GOVERNANCE COMMITTEE

Meeting held on
Tuesday 9 November 2010

MINUTES

PRESENT

Professor David Price [Chair]
Ms Sarah Brant
Lord Hart of Chilton
Mr Tim Perry

In attendance: Dr Michele Dres [Secretary]

Apologies for absence were received from Dr Brian Balmer, Dr Sylvie Delacroix, Professor Raymond MacAllister, Dr Mary Phillips, Dr Arad Reisberg

Key to abbreviations	
COI	Conflict of Interest
HOD	Head of Department
RGC	Research Governance Committee
RSC	Research Strategy Committee
SCRG	[RSC] Sub-Committee on Research Governance
TOR	Terms of Reference
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2   **MINUTES**

Noted

2.1   The Minutes of the meeting of SCRG held on 3 June 2010 [SCRG Minutes 23-33, 2009-10], issued previously, were confirmed by RGC and signed by the Chair.

3   **ROLE OF HEADS OF DEPARTMENTS IN RESEARCH GOVERNANCE**
[SCRG Minute 24A, 2009-10]

Noted

3.1   This

that, because: (i) not all research staff were reviewed annually, or by their HoD; and (ii) the extent to which research ethics and governance could be addressed during appraisals was uncertain, it would be desirable for there to be an additional avenue through which staff reflected on the ethics and governance of their research. RGC thought that this additional route should be tailored to the needs of individual departments, and capable of generating a metric according to which its effectiveness could be measured. RGC noted that such a route could build on the preliminary work conducted by the SCRG Working Party on the Misuse of Research [see SCRG Minutes 15 and 29, 2009-10]. RGC therefore agreed that the Chair would propose to Faculty Deans that they raise awareness of research governance and ethics - including issues relating to CoI, and misuse of research - through an annual event of whatever format they considered most appropriate, at which attendance would constitute compliance with UCL's requirement for relevant staff to consider these matters. RGC agreed that the Chair would include this matter in the list of issues to be presented to the Provost's meeting with Heads of Departments in the next academic term.

3.7 RGC noted that the the data collected via the tick boxes listed in 3.2 above were metrics for which it had responsibility to oversee and coordinate.

Resolved

3.8 That the Chair propose to Faculty Deans that they raise awareness of research governance and ethics, including issues relating to CoI and misuse of research, through an annual faculty event at which attendance would constitute compliance with UCL's requirement for relevant staff to consider these matters.
ACTION: the Chair

3.9 That the Chair include the proposal for annual faculty research governance and ethics events, described in 3.6 above, in the list of matters to be presented to the Provost's meeting with Heads of Departments in the next academic term.
ACTION: the Chair

4 **GUIDELINES ON ACCEPTABLE RESEARCH FUNDING PROVIDERS**
[SCRG Minute 30B, 2009-10]

Noted

4.1 At its meeting held on 3 June 2010, SCRG had noted that while UCL had an Ethical Investment Review Committee there was no similar body for the consideration of acceptable research funding providers. SCRG had agreed that the SCRG Secretary, in consultation with the Chair and the Director of Academic Services, would establish a group to consider acceptable research funding providers.

4.2 A Task and Finish Group on Acceptable Research Funding Providers had been established, and was due to meet in the next Academic Term. The members of the group were: Professor Jo Wolff, Philosophy (Chair); Ms Susan Crane, Internati

Reported

4.3   It was anticipated that the Task and Finish Group on Acceptable Research
        Funding Providers would provide RGC with a draft document outlining a set
        of principles according to which the acceptability of potential research funding
        providers could be judged.

5   LAPTOP ENCRYPTION BOARD

Noted

5.1   A UCL Laptop Encryption Board, chaired by the Head of the UCL Computer
        Security Team, Ms Marion Rosenberg, had been convened to put in place a
        centrally managed service to encrypt laptops and other mobile devices
        carrying sensitive or confidential data. The project was currently in its pilotentlent9nt9nRs8
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Received

6.4   At <u>APPENDIX RGC 01/06 (10-11)</u> – the annual report from the Director of
        Academic Services on UCL's Procedure for Investigating and Resolving
        Allegations of Misconduct in Academic Research.

6.5   An oral report from

Resolved

6.12   That the Director of Academic Services and the Director of Human Resources arrange to: (i) increase the number of RGC's Nominated members to six; and (ii) amend RGC's ToR to indicate that its Nominated members were expected to be willing to lead research misconduct investigations.

ACTION: Director of Academic Services and Director of Human Resources

7   **CONFIDENTIALITY OF RGC PROCEEDINGS**

Discussion

7.1   RGC noted that it was difficult to determine in advance of its meetings which parts of its proceedings would need to be recorded as Confidential to the Committee